



ACHIEVEMENT IN MONTANA

Quick Reference Guide

GRADUATION COLLECTION – DIRECT ENTRY

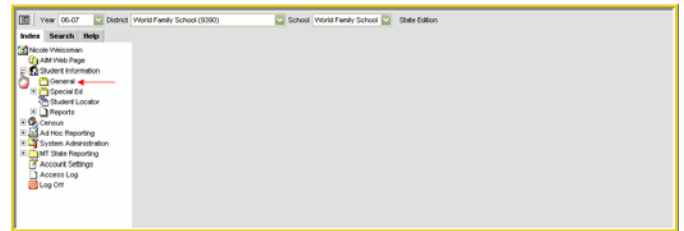
ENTERING GRADUATION INFORMATION

Select a **School** from the **Campus Toolbar**.



From the Index, expand the **Student Information** outline by clicking on the plus (+) sign.

Select **General**.

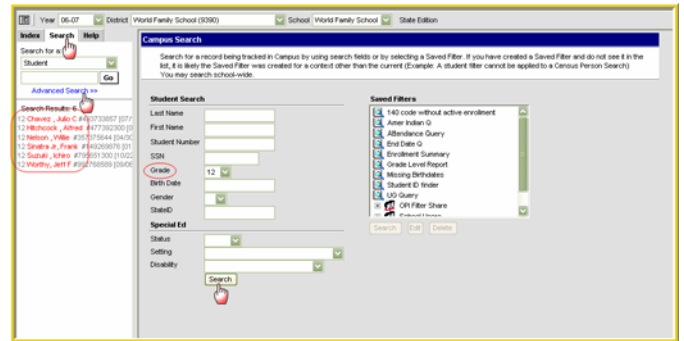


Click on the **Search** tab.

Select **Advanced Search**.

Select **Grade 12** and click **Search**.

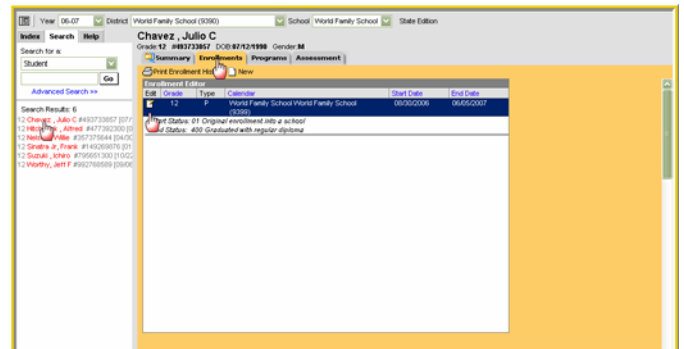
A list of all students in grade 12 will appear on the left.



Click on the name of a grade 12 student.

Select the **Enrollments** tab.

Open the active enrollment by clicking on the **Edit** notepad.





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ENTERING GRADUATION INFORMATION

Expand the **Graduation** folder by clicking on the plus (+) sign.

The *Diploma Date* will match the student's *End Date*.

Enter the student's *Diploma Type*.

Enter the student's *Diploma Period*.

Click **Save** to save changes.

NOTE: The fields *Next Calendar* and *Next Grade* are fields that are not being collected in State Edition.

Repeat the above steps for students with a UH (Ungraded High School) designation.





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NON-GRADUATING SENIORS

If a student with a *Grade Level* of 12 or UH did not graduate, open the student's active enrollment record by clicking on the **Edit** notepad.

Change the student's *End Status* code to reflect the current enrollment status of the student.

A dropout code may be required if the student's End Status code is *300.

Expand the **Graduation** folder by clicking on the plus (+) sign.

Delete the student's *Diploma Date*.

Click **Save** to save changes.

Repeat the above steps for all non-graduating grade 12 or UH Students.





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GRADUATION CODES	
Diploma Date	The date on the student's diploma or the last day of school for a graduating student.
Diploma Type	The type of a diploma a student receives. Must be one of the following codes:
<i>Regular Diploma</i>	An official school district diploma showing the student's completion of a district's requirements for graduation.
<i>Certificate of Completion</i>	A certificate showing the completion of a program other than the district's Regular Diploma requirements for graduation.
<i>GED</i>	The completion of a school-approved GED program.
Diploma Period	The time period in which a student receives a diploma from a school. Must be one of the following codes:
<i>Early Graduate less than 7 semesters</i>	A student who completes a district's graduation requirements in less than 7 semesters from the time an individual enrolled in the 9 th grade.
<i>Early Graduate – 7 Semesters</i>	A student who completes a district's graduation requirements in 7 semesters from the time an individual enrolled in the 9 th grade.



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GRADUATION CODES

Four years or with IEP allowing for longer

A student who completes a district's graduation requirements in 4 years or less from the time an individual enrolled in the 9th grade;

or

A student who has an Individualized Education Program (IEP) allowing for more than four years to graduate.

Students who entered 9th grade four years earlier, but do not have enough credits to graduate in May/June, but complete the requirements for graduation before the beginning of the next school year are considered to have graduated "on time".

Graduated in more than four years.

A student who completes a district's graduation requirements in more than 4 years from the time an individual enrolled in the 9th grade.

